



Chicago Federal Executive Board

2005 Annual Report

John C. Kluczynski Federal Building
230 S. Dearborn Street, Suite 3816
Chicago, Illinois 60604

Overview of Chicago FEB

2006 Chair

JACK G. HETRICK

Director
Edward Hines, Jr. Hospital
Department of Veterans Affairs

Executive Director

Jan Stinson

(312) 353-6790
email: jan.stinton@gsa.gov
website: www.chicago.feb.gov

Total Number Agencies: 180

Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service

Department of

Agriculture
Commerce
Defense
Education
Energy
Homeland Security
Health and Human Services
Housing and Urban Development
Justice
Labor
State
Transportation
Treasury
Veterans Affairs
Environmental Protection Agency
Equal Employment Opportunity Commission
Export-Import Bank of the U.S.
Federal Communications Commission
Federal Deposit Insurance Corporation

Federal Energy Regulatory Commission
Federal Labor Relations Authority
Federal Mediation and Conciliation Service
Federal Trade Commission
Government Accountability Office
General Services Administration
Government Printing Office
Merit Systems Protection Board
National Archives and Records Administration
National Labor Relations Board
National Transportation Safety Board
Nuclear Regulatory Commission
Office of Personnel Management
Office of the United States Trustee
Peace Corps
Postal Service
Railroad Retirement Board
Securities and Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration

Total Number of Federal Employees in the Area

The Chicago FEB represents approximately 85,000, including postal employees and military personnel.

Major Communities

Metropolitan Chicago that includes the eleven county areas of Cook, DuPage, McHenry, Lake, Will, Grundy, DeKalb, Kendall and Kane counties in Illinois and Lake and Porter counties in Indiana Product Demographics

Total Population of Area Served

9,200,000 people reside in the Chicago Metropolitan area.

2005 Executive Committee

CHAIR	JOSEPH P. GALVAN (Term expires 9/30/05) Regional Director Field Policy and Management Department of Housing and Urban Development 77 West Jackson Boulevard, Room 2608 Chicago, IL 60604
VICE-CHAIR	MARTIN W. BAUMGAERTNER (Term expires 9/30/05) Regional Director/Chief Administrative Judge Central Regional Office Merit Systems Protection Board 230 S. Dearborn, Room 3100 Chicago, IL 60604-1669
SECRETARY/TREASURER	DARLENE A. LORMAN (Term expires 9/30/05) Regional Administrator Office of the Assistant Secretary for Administration and Management Department of Labor 230 S. Dearborn, Room 1004 Chicago, IL 60606

Executive Committee Members

EDWARD G. BUIKEMA (Term expires 9/30/06)

Regional Director
Federal Emergency Management Agency
Department of Homeland Security
536 S. Clark, 6th Floor
Chicago, IL 60605

EARL FLOWERS (Term expires 9/30/05)

Manager, International Service Center
Chicago Central Facility
United States Postal Service
514 Express Center Road
Chicago, IL 60668

JACK G. HETRICK (Term expires 9/30/05)

Director
Edward Hines, Jr. Hospital
Department of Veterans Affairs
5th Avenue and Roosevelt Road
P. O. Box 5000
Hines, IL 60104

CAPTAIN KATHRYN M. HOBBS (Term expires 9/30/06)

Commanding Officer
Naval Station Great Lakes
Department of the Navy
2601 E Paul Jones Street
Building 1, Room 130
Great Lakes, IL 60088

CECELIA HUNZIKER (Term expires 9/30/05)

Regional Administrator
Federal Aviation Administration
Department of Transportation
2300 East Devon Avenue, Room 401
Des Plaines, IL 60018

COLONEL GARY E. JOHNSTON, USA

(Term expires 9/30/06)
Commander/District Engineer
Army Corps of Engineers - Chicago District
Department of Defense
111 N. Canal Street, Suite 600
Chicago, IL 60606-7206

BHARAT MATHUR (Term expires 9/30/06)

Acting Regional Administrator
Environmental Protection Agency, Region V
77 W. Jackson Blvd., 19th Floor, R-19J
Chicago, IL 60604

JOHN P. ROWE (Term expires 9/30/04)

District Director
Equal Employment Opportunity Commission
500 W. Madison, Suite 2800
Chicago, IL 60661-2511

PETER SUTTON (Term expires 9/30/06)

Acting Regional Director
Federal Labor Relations Authority
55 West Monroe St., Suite 1150
Chicago, IL 60603

HENRY VALIULIS (Term expires 9/30/06)

Director of Administration
Railroad Retirement Board
844 N. Rush St., Suite 536
Chicago, IL 60611-2092

RICHARD WITKOWSKI (Term expires 9/30/05)

Area Counsel, Chicago Field Office
Small Business Self Employed (SBSE) Division
Internal Revenue Service
Department of the Treasury
200 W. Adams Street, STE 2300
Chicago, IL 60606

Ex-Officio Members**KENNETH P. BOEHNE**

Chief Financial Officer
Railroad Retirement Board
844 N. Rush, Suite 506
Chicago, IL 60611-2092

JAMES C. HANDLEY

Regional Administrator
General Services Administration
230 S. Dearborn, Suite 3700
Chicago, IL 60604

OLLICE C. HOLDEN

Regional Administrator
Food and Nutrition Service
Department of Agriculture
77 W. Jackson Boulevard, 20th Floor
Chicago, IL 60604

Ex-Officio Members (CONT.)**DAVID E. KUEHL**

Regional Administrator
National Archives & Records Administration
Great Lakes Region
7358 S. Pulaski Road
Chicago, IL 60629

JAMES F. MARTIN

Regional Commissioner
Social Security Administration
600 W. Madison, 10th Floor
Chicago, IL 60661

STANLEY D. MOORE

Regional Director
Bureau of the Census
Department of Commerce
2255 Enterprise Drive, Suite 5501
Westchester, IL 60154

PHYLLIS M. STABBE

Manager
Chicago Human Capital Group
Office of Personnel Management
230 S. Dearborn St., 30th Floor, Room 3060
Chicago, IL 60604-1687

Goals of the Chicago Federal Executive Board



Advance the Administration's Goals and Initiatives

Create and Advance Local Initiatives

**Provide Information, Referrals, and Guidance
for Intergovernmental and Community Outreach**

The Chicago FEB provides the context and contact through which resources can be shared and joint Federal initiatives can be implemented more effectively and on a broader scale. The focus and policies are established by the elected Officers and Executive Committee members, including former FEB Chairs as the Ex-officio members. The work is accomplished through the FEB staff office and through the efforts of the Federal executives and employees who serve on the various committees.

Executive Summary

The Chicago Federal Executive Board is a valuable Federal entity that makes a difference in our community by offering resources to Federal agencies in the Chicago Metropolitan area as well as provides a significant savings to our taxpayers as outlined below:

FEMA TELE-REGISTRATION CENTER. In response to assist FEMA call centers with the volume of registration calls from disaster victims of Hurricane Katrina and to more effectively and rapidly communicate with disaster victims, FEMA Region V put into place a temporary Chicago call center which opened on September 10, 2005. In this effort, the Chicago FEB Executive Director personally coordinated with agency officials in soliciting Federal employees to be detailed to the center while negotiations were being conducted with a contractor who would then backfill these positions. Because of the forecasted time frames involved to not only staff the call center but also obtain security clearance for new personnel, Federal employees, who have already received agency security clearance, were best to fill the immediate need.

Two hundred eighty-eight Federal employees served in the center for the two week period needed to provide service to the victims while the new personnel were being trained. The FEB Executive Director also coordinated with agency officials in soliciting specialized personnel needed: IT professionals, security and safety officers, EEO officer, as well as a public affairs officer.

SHARED NEUTRALS ADR PROGRAM (SNAP). The Shared Neutrals ADR Program (SNAP) continued in its' success with a FY 2005 Cost Avoidance of \$600,565.36 (2002 Dollars) for the 39 cases received. The Equal Employment Opportunity Commission (EEOC) and the FEB are in partnership to further bring about cost savings to agencies as well as resolution to agency/employee disputes. If resolved, no further litigation is required, thus enabling the parties to present their case to a neutral person before any additional costs are incurred. It is self-evident that SNAP is an instrumental and cost-saving program.

NATIONAL CFC COMMITTEE. The Executive Director serves as one of two representatives for FEBs from across the country on the National Combined Federal Campaign (CFC) Committee and serves as the Chair for the organization. This committee, whose membership is comprised mostly of national and international federations, meets monthly to discuss various issues that affect the CFC, plans and organizes events, such as the annual regional workshops, and supports local campaigns. In addition, the Chicago FEB Executive Director also served as Chair of the 2005 Regional Workshop Task Force under this committee structure.

SKILLPATH TRAINING INITIATIVE. Agencies have saved anywhere from 41-81% per person because of this FEB initiative. Through an agreement set up with SkillPath Training Seminars Group, Federal agencies accommodate more employee requests for training from a premier trainer at the **FEB rate of only \$58 per employee** versus the standard **SkillPath rate of \$199 and \$299** per employee for the same classes. This fiscal year, eighteen classes were conducted and a total of 989 Federal Employees were trained. Had

agencies purchased training directly from SkillPath they would have paid **\$188,959**. As a result of the FEB contract, however, agencies only paid **\$57,362**. This realized a **substantial savings to agencies' training dollars of \$131,597**.

TRAINING – Through its various committees, the Chicago FEB offered a number of educational and training opportunities, from reduced tuition at the University of Illinois at Chicago to educational programs through the SkillPath initiative. The total cost savings to the Federal community for all these programs totaled \$199,013.00.

CONGRESSIONAL BRIEFING: FEDERAL FINANCIAL BENEFITS AND SERVICES FOR INDIVIDUALS. As we continue to meet the needs of both Federal agencies and Congressional staffs from Illinois, Indiana and Wisconsin, the Chicago FEB held a Federal Interagency Congressional Briefing conducted in June 28, 2005, on Federal financial benefits and services for individuals. The briefing was in response to Congressional staff members expressing interest in this area at last year's briefing on benefits and services. Thirty-one Congressional staff members attended the briefing, representing sixteen congressional offices. The briefing included presentations by twelve agencies highlighting a new program or initiative. Everyone received an informational packet that included contact information for future use. In addition to the briefings, Congressional staff members had an opportunity to meet one-on-one with over seventy-two Federal agency representatives to discuss specific issues and concerns. Congressional staff members gave the event a high rating and expressed an interest in attending future briefings as well as providing suggested future topics.

Return on Investment

Value Added to the Chicago Federal Community

For the investment made by the funding agency, the Chicago FEB provides a valuable return. Based on an investment figure of \$250,000.00 per year, the FEB provided a cost-avoidance to the Chicago Federal community of \$851,497.26, over a three-fold return. The cost avoidances and savings for the Federal community occur as a result of the FEB's outstanding mediation program, its membership in Club Quarters that saves tens of thousands of dollars for the Federal business traveler, and its various educational and training programs, including the very popular SkillPath initiative.

Advance Administration's Goals

Activity Category: Homeland Security

EMERGENCY PREPAREDNESS

COOP TABLETOP EXERCISE. With the assistance of FEMA, the Executive Committee members and their emergency coordinators conducted a tabletop disaster exercise on February 8, 2005, as part of its Executive Committee meeting. Fifteen agencies were present to "activate" their Continuity of Operations (COOP) Plans simultaneously with the following scenario: *Monthly Executive Committee Meeting interrupted at 10:15 a.m. by a phone call from the Chicago FBI office. They have identified a credible threat that multiple explosions will strike as many as 10 Federal facilities in the Chicago area. The devices are set to explode at 11:00 a.m. Only the Kluczynski Building was identified by name.* While this was not an in-depth exercise, it did help the participants see problems in Occupant Emergency Plans (OEP) and their COOP Plans, as well.

OPM EMERGENCY PLANNING FORUM. On November 5, 2005, OPM experts provided a briefing on the flexibilities to optimize human resources in a crisis. Workforce issues associated with potential short-term or substantial relocation operations were discussed as well as the need to consider and integrate HR rules, regulations and practices into continuity planning. Information on Executive Order 13347, "Emergency Preparedness for People with Disabilities," was also addressed. Fifty agency Executives, COOP Planners, Emergency and Law Enforcement, Human Resource Specialists and Facilities Managers representing fourteen agencies attended.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT). Conducted during National Preparedness Month, twenty-two Federal employees, representing ten agencies, participated in the CERT Train-the-Trainer (T-t-T) training class hosted by FEB. This class required coordination and planning with several emergency management offices: Federal Emergency Management Agency (FEMA), Illinois Emergency Management Agency (IEMA), City of Chicago's Office of Emergency Management and Communications (OEMC), and the Chicago Fire Department (CFD). Participants now have the tools/resources to conduct CERT training classes within their agency as well as throughout the Federal community. Participants of the T-t-T program were also given an opportunity to register as official CERT trainers with IEMA and OEMC and are able to conduct CERT training throughout their respective communities. This activity was also highlighted in the Citizen Corps Website - Calendar of Events.



CERT T-t-T Fire Suppression Exercise
conducted at the Chicago Fire Academy

EMERGENCY PREPAREDNESS FOR PEOPLE WITH DISABILITIES.

On May 11, 2005, the Diversity Advisory Council sponsored this program focused on agencies' occupancy emergency plans and COOPs, as well as the various issues that directly relate to persons with disabilities that agencies needed to consider in these plans. The presentations covered all aspects to consider when developing or refining their COOP plans. Presenters from the Office of Disability Employment, Department of Labor-Washington, D.C., Chicago Fire Department, and the Federal Aviation Administration spoke on these topics: **Preparing the Workplace for Everyone, Evacuations for People with Disabilities, and FAA's Emergency Action Plan and Its Procedures for People with Disabilities.** Fifty-seven participants including emergency coordinators, from the Federal community attended.

EMERGENCY PREPAREDNESS OTHER

EMERGENCY ADVISORY COMMITTEE. The Executive Director met with the Emergency Advisory Committee in July, 2005 to discuss the possible expansion of its responsibilities such as employee protection and safety. The result was that the committee drafted a new committee charter for review and approval by the Executive Committee.

FEMA TELE-REGISTRATION CENTER. In response to assist FEMA call centers with the volume of registration calls from disaster victims of Hurricane Katrina and to more effectively and rapidly communicate with disaster victims, FEMA Region V put into place a temporary Chicago call center which opened on September 10, 2005. In this effort, the Chicago FEB Executive Director personally coordinated with agency officials in soliciting Federal employees to be detailed to the center while negotiations were being conducted with a contractor who would then backfill these positions. Because of the forecasted time frames involved to not only staff the call center but also obtain security clearance for new personnel, Federal employees, who have already received agency security clearance, were best to fill the immediate need.

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COOP TRAINING

COOP MANAGER'S TRAINING COURSE. The Chicago FEB Executive Director disseminated as well as attended Federal Emergency Management Agency's (FEMA) Continuity of Operations (COOP) Manager's Training Course conducted May 10-12, 2005. Over forty emergency preparedness program managers from the Federal, State, Local, and Tribal levels of government attended. The training included a train-the-trainer module to equip the managers to train others.

Activity Category: President's Management Agenda

Expanded Electronic Government

CHICAGOINFO WEBPAGE. We have continued to provide and maintain the ChicagoInfo.gov website. The focus of this gateway is to provide information to Chicagoland area citizens and potential visitors on the hundreds of services and programs that are available from Federal, City of Chicago, and State of Illinois agencies. In addition, there are some references to County agencies in the collar counties. Our goal is to compile information about specific program/service areas and present helpful information by cutting across agency and governmental lines. This project is sponsored by the Chicago Federal Executive Board with cooperation and assistance from the City of Chicago and State of Illinois. Maintenance and continued growth of this site supports the President's Management Agenda regarding expanded electronic government.

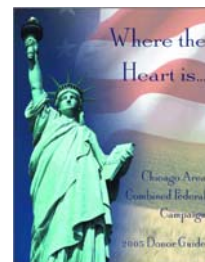
ON-LINE REGISTRATION. As we continue to conduct FEB sponsored programs and events, we have expanded our registration process this year. In addition to the availability of on-line registration for large programs and events, we have added the availability of internal on-line credit card processing for programs and events that have no more than sixty participants. Previously, FEB staff obtained credit card transactions over the phone followed by a hand written receipt mailed to the card holder. With the new on-line system in place, we now process credit card transactions on a secured website. Within minutes of processing, both FEB staff and the credit card holder receive simultaneous receipts.

Activity Category: Combined Federal Campaign

HURRICANE KATRINA

Following the devastation on the Gulf Coast, many Federal employees expressed interest to contribute through the CFC. The Chicago Area Combined Federal Campaign accepted Pre-Kickoff Donations for Katrina Relief through a procedure established by the Office of Personnel Management. CFC donors were able to make cash or check donations to aid in the Hurricane Katrina relief efforts.

Chicago Area CFC. In addition to the Katrina donations, Federal employees of the Chicagoland area have established a rich tradition supporting the Combined Federal Campaign. In FY 2005, **Federal employees contributed \$4.3 million dollars.** As one of the country's largest campaigns, the Chicago Area CFC has contributed tens of millions of dollars. **"Where the Heart Is In Every One Of US"** was this year's theme that challenged everyone to open their hearts to those in need, that made this year another success. The campaign covered over 600 accounts and over 66,000 Federal, postal and active military personnel within the Chicago Area CFC's geographic territory: Cook, DeKalb, DuPage, Kane, Kendall, McHenry, Will, Kankakee, Grundy, LaSalle, Putnam and Southeastern Lake counties in Illinois, plus Lake and Porter counties in Indiana.



NATIONAL CFC COMMITTEE. The Executive Director serves as one of two representatives for FEBs from across the country on the National Combined Federal Campaign (CFC) Committee and serves as the Chair for the organization. This committee, whose membership is comprised mostly of national and international federations, meets monthly to discuss various issues that affect the CFC, plans and organizes events, such as the annual regional workshops, and

supports local campaigns. In addition, the Chicago FEB Executive Director also serves as Chair of the Regional Workshop Task Force under this committee structure.

Activity Category: Other

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM. With assistance from the FEB office, a request was issued on behalf of the Office of Personnel Management's Presidential Management Fellows (PMF) Program for assessment panel volunteers. This program has always received tremendous support from the Chicago Federal community and continues receiving support through agency participation. Over 2,500 applications were received and panels were conducted for approximately 1,200 applicants that resulted in 700 finalists to the PMF program. The objective of the program is to continue to attract quality individuals from diverse academic, cultural and socioeconomic backgrounds. With the assistance of the Federal community, that objective was accomplished.

CHINESE DELEGATION. Through her membership with an FEB affiliated organization, ASPA (American Society for Public Administration), the Executive Director along with three other ASPA members met with a delegation from China to discuss the Federal government structure as well as emergency planning.

FOCUS GROUP. Dan Blair, Deputy Director for the Office of Personnel Management, conducted a focus group on August 30, 2005, which was geared to obtain career manager/employee feedback on two different, but related, management goals: stop thinking of and treating Federal employees as bureaucrats and make every Federal program better each year. Although only fifteen volunteers were needed, a total of twenty-six agency executives with varying grades and levels of service participated in the focus group.

Create and Advance Local Initiatives

Activity Category: Shared Neutrals ADR Program

The Shared Neutrals ADR Program (SNAP) continued in its' success with a FY 2005 Cost Avoidance of \$600,565.36 (2002 Dollars) for the 39 cases received. The Equal Employment Opportunity Commission (EEOC) and the FEB are in partnership to further bring about cost savings to agencies as well as resolution to agency/employee disputes.

PLANNING. The Executive Director met with the new assistant for this program to discuss the needed steps to revitalize the SNAP committee, provide training to mediators, and market the program to the Federal community.

TRAINING. Fourteen SNAP Mediators attended training hosted by the Federal Aviation Administration on "*Refresher Mediator Training*" at their regional office in Des Plaines. The program featured guest speaker Jerry Jones, FAA's Associate Chief Counsel for Alternative

Dispute Resolution who spoke on the topic of "Managing Conflict in a Changing Organizational Environment."

Three mediators also attended additional training hosted by the American Bar Association, Center for Continuing Legal Education on "Advanced Mediation and Advocacy Skills". Mediators indicated that it was well worth the time and cost to attend.

MEDIATORS ON THE ROSTER. Efforts to maintain consistency with mediator availability was addressed this year as we polled current mediators on their availability with a positive response. We have sixteen primary mediators along with twenty-nine co-mediators. *Co-Mediators are approved to mediate cases along with a Primary Mediator.*

Activity Category: Public Service Recognition Week

FEDERAL EMPLOYEE OF THE YEAR AWARDS. Hosted by the U.S. Postal Service, and with attendance well over 1,500, the 48th Annual Employee of the Year Awards Ceremony conducted May 5, 2005, was a success! Over 500 nominations were received for individual and team awards with this year's theme being, "Federal Employees: Stamp of Excellence." The FEB also awarded two Public Service Scholarship Awards, in addition to the Employee of the Year Awards. The scholarship program is administered in partnership with the College of Urban Planning and Public Affairs at the University of Illinois at Chicago (UIC). The recipients, graduate students within the college at UIC, were recognized not only for their academic excellence in the Public Administration and Public Policy fields of study, but for their leadership within their school and communities. The program included the Master of Ceremonies, one of Chicago's premiere newscasters and journalists, Mr. Harry Porterfield, a video presentation of all nominees, the Chicago Performance Cluster Choir, and the keynote address given by Anita Bizzoto, Chief Marketing Officer, Senior Vice-President U.S. Postal Service.

Activity Category: FEB Directory

The FEB membership directory was provided in electronic format version to all FEB members, affiliated members and to the Congressional staff offices. Quarterly updates were provided electronically throughout the year, as well.

The directory remains as the most valuable and convenient reference tool for agency executives. Because of this and the numerous changes made each year, we have researched various cost-effective ways in which to transition from our current method of receiving updates to a more efficient method. This is a project we will be working on and evaluating throughout the coming months.

Activity Category: Partnerships

Saved \$8,785!

UIC PARTNERSHIP: CERTIFICATE PROGRAMS IN PUBLIC ADMINISTRATION. Chicago FEB issued information to the Federal community about upcoming courses being offered by the University of Illinois at Chicago through the partnership with the FEB. This partnership reduces the cost for each of the required courses in these programs to more than half of the normal tuition for graduate-level courses. A total of 7 registrations were received for the spring and fall semesters. **Agencies and employees saved a total of \$8,785.**

Saved \$43K!

FEB MEMBERSHIP AT CLUB QUARTERS. The FEB's long-standing partnership with Club Quarters continued to accommodate the needs of FEB member agencies and their Federal business travelers. In 2005 there was no increase in Chicago's rates except in season, when rates went up \$3. The savings realized by the Chicago FEB members continued to be substantial. There was a total of 1,659 room nights used during FY 2005. At the government's maximum lodging rate of \$149 per night, hotel stays would have totaled \$247,191 versus \$204,057 for Club Quarters rate of \$123, a **total savings of \$43,134.**

NATIONAL HOMEOWNERSHIP MONTH. The FEB assisted in promoting an event highlighting National Homeownership Month. The Chicago Department of Housing and Urban Development Region V office sponsored this event for Federal employees in the Chicagoland area to learn more about HUD housing programs (FHA mortgages) and purchasing HUD foreclosed properties. Numerous handout materials and experienced HUD staff were available to answer questions from all interested employees. HUD's commitment to homeownership is one that is a national priority and deserving of our best efforts. It was estimated that approximately 500 Federal employees attended the open house.

Activity Category: Weather/Emergency Activities

EMERGENCY ALERT SYSTEM. The Chicago FEB also disseminated its emergency alert and dismissal policy to all members of the FEB. Our current emergency release notification system is a four-tier system by which FEB members are made aware of an emergency situation through various means:

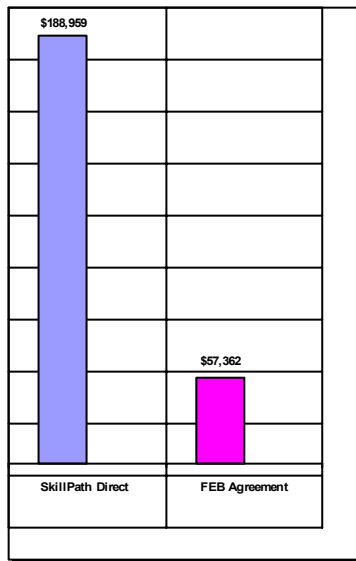
- E-mail notification to all FEB members and their alternates
- Automated Notification System (ANS) call system: The system has been augmented to include a phone system that will contact agency executives and their alternates at any time during the day or night.
- WEB Page Emergency Status Information (access for all Federal employees)
- HOTLINE Call-in (access for agency heads only)

Because of the importance of accurate phone data, FEB staff conducted several on-site visits where the actual database of numbers is stored (FAA's Regional Operations Center). Changes and

adjustments were made followed by testing and re-testing of the ANS. Based on the test findings and successful tests completed, instruction sheets were created for FAA Duty officers. The quick reference sheet, originally several pages long, was reduced to nine easy steps thereby reducing time to activate the call sequence.

Activity Category: Training

Substantial Savings
\$131,000!



SkillPath Training Initiative. Since May 2004, the Chicago Federal Executive Board began offering the Chicago Metro area Federal agencies the opportunity to train and develop their staffs at significant savings. After careful research and negotiation, SkillPath Seminar Group was identified as the vendor that could meet FEB's standards to provide high quality, affordable, customized/tailored training and development in the areas of management, supervision, leadership, business writing, communication, customer service, teambuilding, administrative excellence, and many other areas.

Agencies have saved anywhere from 41-81% per person because of this FEB initiative. Through an agreement set up with SkillPath Training Seminars Group, Federal agencies accommodate more employee requests for training from a premier trainer at the **FEB rate of only \$58 per employee** versus the standard **SkillPath rate of \$199 and \$299** per employee for the same classes.

This fiscal year, eighteen classes were conducted and a total of 989 Federal Employees were trained. Had agencies purchased training directly from SkillPath they would have paid **\$188,959**. As a result of the FEB contract, however, agencies only paid **\$57,362**. This realized a **substantial savings to agencies' training dollars of \$131,597**.

Comments from attendees

"The conference was great. I made lots of useful contacts. Thank you for being instrumental in organization this event."

"The program was very timely and informative."

"A Good opportunity to network with small business."

GOVERNMENT PROCUREMENT CONFERENCE. Held at the University of Chicago's Gleacher Center on August 17, 2005, over 200 small disadvantaged, minority-owned, and women-owned business entrepreneurs attended this conference to gain insight on how to successfully compete for city, state, and federal contracts. The conference offered informational workshops on Certification, the GSA Schedule, E-Gov, Doing Business with the Government, Financial Assistance, and Community Express Loan Programs. Federal contractors in attendance also had an opportunity to attend three training sessions on Performance-Based Contracting, Service-Disabled Veteran-Owned Small Business and Federal Acquisition, and a presentation on GSA e-tools. Based on similar programs conducted, the **savings to small business entrepreneurs and the Federal community** to attend this program are **estimated at \$23,100**.

23K Saved!

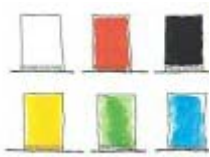


Mr. Galvan addresses participants during the panel discussion at Executive Fall Forum.

EXECUTIVE FALL FORUM. Held October 19-21, 2004, the Chicago Federal Executive Board (FEB) held an

Saved \$6,000!

off-site Executive Forum in Delavan, Wisconsin. Planning, management and on-site support of the Fall Forum were provided by Dr. Doris B. Zegel, President of Effective Organizations. This two day program, on Organizational Culture and Executive Leadership, was presented by Sarah Conlon, Ph.D., Dee Zegel, Ph.D. and Thomas J. Kneir. Twenty-eight agency executives and senior managers participated in this in-depth executive development program which was rated as "excellent" and one that would be recommended to others. The cost for a program of this nature for the same audience was priced at approximately \$900 per participant versus the FEB rate of \$680 which realizes a **savings to agencies of \$6,160.**



Saved \$14K!

SIX THINKING HATS SEMINAR. On June 9, 2005, the FEB conducted two introductory half-day seminars intended to enhance individual and team thinking skills. The presentation had been successfully presented and very well-received in other FEB communities. Noted for its "powerful simplicity" *Hats* is very helpful to both individuals and teams. Six Thinking Hats is a good technique for looking at the effects of a decision from a number of different points of view and it allows necessary emotion and skepticism to be brought into what would otherwise be purely rational decisions. Fifty Federal employees representing fourteen agencies attended each (25 per session) presentation offered. Despite the nominal fee charged as compared to the actual cost for this program, **agency savings for this seminar was an impressive \$14,750!** Evaluations received rated the program as **EXCELLENT** with comments that participants would like to see the class as a full-day program!

Saved 23K!

EFFECTIVE DOCUMENTATION: MANAGEMENT'S WIN-WIN. This one-day seminar was offered free of charge on August 30, 2005. Although space was initially limited to only 25 participants, it quickly filled within hours of the email announcement. The seminar was geared to every level of management, and those responsible for investigation and oversight of the management process. The program focused on the importance of documentation and the critical role supervisor's play in correcting misconduct. Through lecture, case study, video display and group interaction, participants explored real-life agency situations, reviewed relevant case law and compared case study outcomes to similar situations in their workplace. The instructor, Robert Grant, was the Lead Human Resources Manager for the Department of Veterans Affairs for the states of Michigan and Wisconsin. All participants agreed that this was an excellent course and relevant to their work. A total of 47 participants representing 12 agencies participated, **saving Federal agencies \$23,406!**

REACH EDUCATION FAIR. In December 9, 2004, the Chicago FEB in conjunction with Resources for the Education of Adults in the Chicago Area (REACH), hosted an Education Fair. The fair was an excellent opportunity for Federal employees to talk with representatives from sixteen Chicago-area colleges and universities which were on hand to discuss degree programs including associate, bachelor and master's degrees, as well as GED-certification they had to offer. Attendees also had an opportunity to ask questions about scheduling classes, transferring credits, receiving credits for prior work experience, financial opportunities and employer tuition programs.

Activity Category: Special Meetings Held

CONGRESSIONAL BRIEFING

FEDERAL FINANCIAL BENEFITS AND SERVICES FOR INDIVIDUALS.

As we continue to meet the needs of both Federal agencies and Congressional staffs from Illinois, Indiana and Wisconsin, the Chicago FEB held a Federal Interagency Congressional Briefing conducted in June 28, 2005, on Federal financial benefits and services for individuals. The briefing was in response to Congressional staff members expressing interest in this area at last year's briefing on benefits and services. Thirty-one Congressional staff members attended the briefing, representing sixteen congressional offices. The briefing included presentations by twelve agencies highlighting a new program or initiative. Everyone received an informational packet that included contact information for future use. In addition to the briefings, Congressional staff members had an opportunity to meet one-on-one with over seventy-two Federal agency representatives to discuss specific issues and concerns. Congressional staff members gave the event a high rating and expressed an interest in attending future briefings as well as providing suggested future topics.

FULL BOARD MEETING

DEPARTMENT OF HOMELAND SECURITY BRIEFING. On January, 13, 2005, over one hundred agency heads, senior staff, and emergency preparedness coordinators, attended the January Full Board meeting which featured representatives from several agencies within the Department of Homeland Security (DHS). Participants received information on the structure, missions, goals and objectives of the department and the individual agencies within it, and how DHS interacts with its component agencies. The program included presentations from the Federal Emergency Management Agency (FEMA), U.S. Coast Guard (USCG), U.S. Secret Service (USSS), Transportation Security Administration (TSA), Customs and Border Protection (CBP), Immigration and Customs Enforcement (ICE), Citizenship and Immigration Services (CIS), Federal Protective Service (FPS), Federal Air Marshal Service (FAMS), and the Office for Domestic Preparedness (ODP).

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION. On April 13, 2005, the FEB Full Board meeting was conducted off-site at the National Archives and Records Administration (NARA) Great Lakes Region. Fifty-eight Federal Executives attended the briefing given on NARA records management, record center and archival operations as well as a tour of an extensive records exhibit. All of the participants received a package that included the Illinois Electoral vote in the 1860 presidential election; a charred letter from the Great Chicago Fire, (1871); and the guilty verdict in the Al Capone tax evasion case, (1931)-- all reproductions of select documents from NARA.

GROWTH THROUGH DIVERSITY. On July 21, 2005, the FEB Full Board meeting addressed the issue of diversity. Sixty-three Federal executives and their most senior staff attended the Social Security Administration's highly acclaimed "Growth through Diversity" presentation.

SPECIAL MEETINGS: OTHER

MENTORING: PLANT, GROW, AND BLOOM. The Diversity Advisory Council sponsored a Mentoring Program on April 27, 2005. A panel of leaders from several agencies shared available resources, ideas and tips for mentoring and career development, both formal and informal. The program was open to all interested Federal employees. There was no cost to attend the program. Approximately 50 Federal employees attended the program and provided positive feedback on the program as a whole.

CHARLES HAYES FAMILY INVESTMENT CENTER. Having previously expressed an interest to highlight each others' initiatives, the Executive Committee members held their monthly Executive Committee meeting on March 8, 2005, at the Charles Hayes Family Investment Center. FEB Chair Joseph Galvan, Regional Director, Department of Housing and Urban Development (HUD), provided an overview of HUD's mission and its relationship with the Chicago Housing Authority (CHA) and their management of 800 homes that housed 28,000 residents. The Hayes Family Investment Center was one of these new developments. Executive Committee members learned about the various activities for the local residents and were taken on a tour of the facility. In addition to Mr. Galvan, the Latino Liaison for CHA provided an overview of work being done in coordination with and assistance from HUD.

FMHRC SYMPOSIUM. The Federal Midwest Human Resources Council (FMHRC) sponsored a Symposium in June 2005 – “Raising the Flag on HR Issues” which featured local experts and panels in a three part series, including an awards luncheon, and workshops. Honored at the luncheon were James F. Martin, Regional Commissioner, Social Security Administration and Phyllis Stabbe, Manager, Office of Personnel Management Human Capital Group, both FEB members as “Champions of Human Capital” for their executive level support of HR professionals, and their actions as agency heads in demonstrating excellence in Human Capital accomplishments.

BRIEFING: WHERE THE JOBS ARE. The New York Times and FEB hosted a briefing on where Federal jobs are now and the continuing growth of Federal job opportunities. The session was held on April 14, 2005, for agency senior level officials as well as HR professionals and discussed the NY Times’ ground-breaking study which was recommended as a useful tool to develop recruitment, retention and marketing strategies for Federal agencies.

Activity Category: Community Service Related Activities

THANK YOU FROM ORGANIZATION:
YMCA ALLIANCE-YMCA Of Metropolitan Chicago.

Dear Community Service Committee:

"Words can not express our appreciation for the clothes that were donated to our education and employment programs last week. We are overwhelmed by your co-workers' thoughtfulness and generosity. Please know that the clothing was distributed to those among the 500 Alliance program participants are enrolled in our adult education, workforce development and welfare-to-work programs. Because of your important contribution, we can honestly say that clothing will not be a barrier for our participants attending training, an interview, or having the right clothes to wear to work. One of our participants summed up your contribution best, when she told us:

"Last Year I had no coat to wear during the winter months. Thanks to you, this year, I'll have two!"

Thank You!!

Sincerely,
Aura Y. Pleasants, LCSW
Executive Director

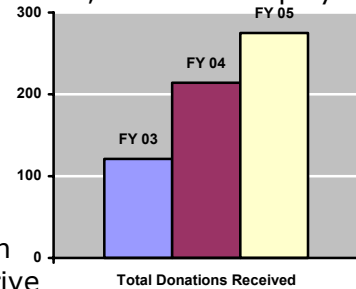
DRESS FOR SUCCESS CLOTHING DRIVE. The Community Service committee's commitment to enhance community outreach with the public and provide a clearinghouse function to the Chicago-area Federal Community was truly reflected in this year's drive. With its new name in place, "*Dress for Success*," the committee's diligent planning and outreach to the Federal community, contributed to another successful drive. With the addition of several drop off sites located in outlying areas: *Lisle, IL, Des Plaines, IL, and Argonne, IL* as well as collection of children's clothing, **Federal employees donated over 5000 items!** Not included in this count were over 100 additional items received: from business dress shoes for men and women, women's accessories, purses, ties, and belts to personal care items. All donations were then picked up by one of six Chicagoland nonprofit organizations who identified their need for contributions.

An additional drive was conducted in honor of a retired committee member who volunteered many hours to the Dress for Success Clothing Drive since its inception. Their total amount donated is not reflected in the 5000+ as reported above, but is a testament to the committee's dedication to community outreach.

6694 Donated
Lives Saved: 19,000+!

CHICAGOLAND FEDERAL EMPLOYEES SAVE OVER 19,000 LIVES!

Although faced with the challenge of moving the blood drive location from the Federal Plaza to an indoor location, Federal employees stepped up to the plate and maintained our blood drive record! Adding recruitment sign up tables, to allow Federal employees to schedule their appointments one week in advance, proved to be successful for each drive. Our effort to continue the lifesaving mission was apparent, when an unknown Federal employee began his own blood drive marketing campaign to assist us at his own expense by placing giant sized promotional billboards.



During FY 2005, **275** employees in the downtown area donated, saving **825** lives. This number was a 25.5% increase from last year. In addition to blood drives held in the downtown area, the Community Service Committee members representing the following agencies reported their outstanding results as well:

- ♥Edward Hines, Jr. Hospital: **354** donations or **1,062** lives saved!
- ♥Jesse Brown VA Medical Center **328** donations or **984** lives saved!
- ♥Naval Facility Great Lakes **5,692** donations or **17,076** lives saved!

With all agency blood drives combined, over 6,000 Federal Employees have saved the lives of over 19,000!

CELL PHONES FOR SOLDIERS. [FEDERAL EMPLOYEES MAKING A DIFFERENCE!](#)

Cell Phones
Donated: 1,100!

During the months of May and June, 2005 the Chicago FEB Community Service Committee sponsored a "Cell Phones for Soldiers" drive. With various drop off locations throughout downtown Chicago and outlying areas, Federal employees donated their used cell phones which were then recycled for cash. The response was overwhelming! The Federal community donated over **1,100 cell phones**, which were turned into calling cards benefiting Illinois soldiers now deployed overseas. These men and women were from the Illinois National Guard – Company C, 205th Medical Battalion in North Riverside. Additionally, a total of 350 cell phones that could not be converted to calling cards were sent to domestic violence shelters to be used for emergencies.

"PRINCIPAL FOR A DAY" (PFAD) PROGRAM. The Community Services Committee, in conjunction with the Mayor's Office and the Chicago Public Schools (CPS), promoted the "Principal for A Day" within the Federal Community. This event provides an excellent way for the Federal community to not only support education but volunteerism as well. This year's Principal for a Day was conducted on Thursday, October 27, 2005. A total of 91 Federal executives (the largest representation by any single organization) participated as principals at Chicago Public Schools. The event also brought together corporate, community and civic leaders from across the City of Chicago who served as PFADs in the 600 Chicago Public Schools.

Activity Category: Health Related Drives

**2800 Employees
Attended!**

HEALTH BENEFITS FAIR. The Health Benefits Fair was conducted on November 8-9, 2005, at the Metcalfe Federal Building where approximately 2,800 Federal employees in the downtown Chicago Federal community took advantage of the opportunity to meet and gather information from the various health care organizations in the FEHB program. Eight health care organizations participated as did representatives from the Long Term Care Partners, National Association of Retired Federal Employees (NARFE) and an information table for those interested in FSA FEDS.



Also included in our Health Fair was Illinois State Tollway Highway Authority with information on IPASS Transponders allowing commuters to by-pass long toll booth lines. Federal employees could purchase an IPASS Transponder. Many employees took advantage of the opportunity since new toll rates were going to be in effect soon and any transponders being sold prior to that date would not have to pay the increased rate even after Jan. 1. To the surprise of the IPASS representative, more than 75 transponders were sold in one day! Not originally scheduled to return but because of the terrific response, IPASS representatives returned on the second day of our fair and reported that all transponders had been sold in record time! (72 sold by lunch time.) Employees thanked us for having this available to them as well as the representatives who appreciated being included in our event.

HEALTH AND WELLNESS DAY. On September 27, 2005, the Chicago Federal Executive Board (FEB) and the Diversity Advisory Council (DAC) sponsored a "Health and Wellness Day: Let's Fall into Good Health". This program offered FREE cholesterol checks, blood pressure screening, massage therapy, body mass index measurements, optometry services, podiatrist services, smart eating guides, information on cancer and much more to all Federal employees. We had representatives from various organizations including the American Cancer Society, the Chicago School of Massage Therapy, Chicagoland Comprehensive Care and several more. The program was a success with approximately 150 Federal employees in attendance.



Activity Category: Internet Initiatives

CHICAGO FEB WEB SITE. On June 7, 2005, the FEB Executive Assistant attended the Regional Web Content Managers Workshop. The program was co-sponsored by the Chicago FEB and the Department of Housing and Urban Development (HUD). The program was attended by over 75 web content managers representing various agencies. Discussed during the meeting was the importance of OMB's compliance mandating that all government websites be citizen friendly.

Chicago's website continues to provide information to the Federal community on the activities, programs and initiatives of the FEB. The site has an average of 2,300 visitors per month vs. 1,500 reported last

year. Although our site has not yet been re-constructed, we are currently in the process of continued updating of the Chicago FEB website.

Activity Category: Other

FEB ANNUAL CONFERENCE. In July 2005, the FEB Executive Director and Executive Assistant attended the annual conference in Washington, D.C. Also, in attendance were Joseph P. Galvan, Chair of the Chicago FEB and Phyllis Stabbe, Executive Committee member. The conference was an excellent venue in which to learn of upcoming initiatives from the White House and the Administration as well as gather information on critical matters affecting FEB offices nationwide.

FEB EXECUTIVE DIRECTORS MEETING. In March 2005, the FEB Executive Director attended the meeting in Dallas representing Chicago.

INTERNSHIPS. This year, the FEB was pleased to host a Graduate Student Intern from Roosevelt University's School of Policy Studies as well as a Department of Labor employee and participant in USDA Graduate School's Executive Potential Program. In the brief time with us, their numerous accomplishments will have a long-term impact. Projects and initiatives include: Updating automated emergency notification system and conducting tests of the system, compiling information for the FEB directory, designing and creating the inaugural electronic newsletter for Chicago FEB, conducting a pre-retirement seminar research project, and attend executive committee meetings and courtesy calls with the Executive Director. For both, their detail ended with a more global perspective of the Federal community as well as an understanding of the various agency cultures within the community.

NATIONAL PREPAREDNESS MONTH. The FEB partnered with the Department of Homeland Security's FEMA, Region V to sponsor a "Preparedness Day" event in September 2005 where Federal agencies were invited to participate, particularly those with a health, safety or preparedness mission. The event took place on Federal plaza where Federal agencies set up tables and displays and handed out life safety, wellness, emergency preparedness materials and literature.

FEDERAL LONG-TERM CARE INSURANCE PROGRAM. An educational seminar on the Federal Long Term Care Insurance Program was conducted on March 17, 2005, and attended by approximately 53 Federal employees.

THRIFT SAVINGS PLAN WORKSHOP. In November 2005, four one-hour workshops were conducted in downtown Chicago area. The program was offered free of charge and covered various elements of the Thrift Savings Plan. The program was conducted by the Federal Employee Service Center, an authorized government contractor and CCR accredited agency. Approximately 120 (*avg. of 30 per session*) Federal employees attended.

FEB CONFERENCE ROOM. As reported last year, finding a conference room continues to be a challenge for Federal agencies. When the room is not in use by an FEB Committee or task force, it is available for Federal agencies to conduct official business. Partially due to the new design of the room, it has become a popular location for conducting agency executive meetings and team meetings. During the summer months, Senator Richard Durbin's office, conducted luncheon briefings for the staff and the Office of Personnel Management reserved the room for the Presidential Management Fellows panel interviews.

TEMPORARY DETAIL/DEVELOPMENTAL ASSIGNMENTS. In FY 2005, the Chicago FEB office hosted two Social Security Administration employees. Both received a different perspective of the Federal community while learning about the value of intergovernmental networking and collaboration. Their work was a tremendous asset to the Federal community in many aspects. They worked on various projects and events including the Congressional Briefing, a Diversity Program on Emergency Preparedness for Persons with Disabilities, Combined Federal Campaign Screening project, and the Employee of the Year Awards ceremony. The strongest impact however, was felt throughout the Federal community as they maintained the FEB/SkillPath training calendar to meet the demands of Federal agencies.

Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach

Activity Category: Courtesy Calls

COURTESY CALLS. The FEB Executive Director conducted courtesy calls to Congressional staff offices in Washington, D.C. during July to inform them of the FEB's current and upcoming initiatives as well as how the FEB could assist their staffs in both D.C. and the local Chicago area.

Activity Category: Assistance to Agencies

ROOSEVELT SCHOLARSHIP. Information was provided to FEB members on behalf of Roosevelt University regarding a scholarship available to practitioners seeking an MPA degree.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE. The FEB member for the Corporation for National and Community Service along with the Director of the Illinois State Program Office asked for our assistance in forwarding information regarding grants totaling \$5.1 million being available from his agency to support partnerships that engage people with disabilities in national and community services.

HEALTH AND SAFETY DAY. Invitations were sent on behalf of the Department of Labor's Chicago Federal Safety and Health Council: Health and Safety Day. The all-day program, provided free of charge, included Defensive Driving and SUV Safety.

GSA SDVOSB EVENT. Disseminated information on behalf of General Services Administration regarding their Service-Disabled Veteran-Owned Small Business Expo and Training Conference conducted in June 2005. Agencies were able to meet contractors as well as attend training classes that highlighted a variety of GSA procurement tools available for Federal agencies to utilize.

Activity Category: Other

CHICAGO WHITE SOX GOVERNMENT EMPLOYEE NIGHT. Annually, the Chicago Federal Executive Board receives and disseminates the Government Employee Night information to all FEB members. This year, the Chicago White Sox organization streamlined their ticket purchases and rather than provide pre-printed coupons, they offered a pre-order form to be returned either on-line or by mail. The specially priced tickets were offered to all government employees, their families and friends.

MAYOR DALEY'S KIDSTART INITIATIVE. This program allowed Federal agencies to assist Chicago's young people by providing summer employment opportunities. With two options provided: either through an Apprenticeship Program or the KidStart Summer Internship, Federal agencies could create a positive experience for both the young person and their organizations. Both programs screened students for academic performance, attendance and job readiness training.

BORDERS BOOKSTORE. Federal executives were asked to share with their employees a nationwide promotion for all Federal employees "Public Savings Days." The promotion offered a 15-20% savings on purchases in June.

CHICAGO SINFONIETTA. Information on discount tickets for an upcoming concert was disseminated to the Federal community.

Activity Category: Procurement Roundtable Newsletter

This fiscal year, the FEB distributed the Spring/Summer Procurement Roundtable newsletter to all FEB members, FEB committee chairs and members, and placed it on the Chicago FEB's website. The publication highlighted procurement updates, procurement and small business success stories, and special announcements as well as upcoming events.

Activity Category: General Announcements

The Executive Director disseminated information on initiatives from Office of Personnel Management and other agencies. Some examples of disseminated information are:

- Information and guidance from OPM Acting Director Dan Blair on the interim regulations relating to Recruitment, Relocation & Retention Incentives;
- Materials from the OPM Acting Director Dan Blair on the latest Presidential Management Agenda Scorecard updates;
- Information from the OPM Director, Linda M. Springer, on the Asian American Government Executive Network Leadership Conference conducted in October 2005;
- Information from the OPM Director Linda M. Springer, on the Society of American Indian Government Employees Second National Conference conducted in August 2005;
- Information on OPM's innovations in the American Government Award Program;
- The Naval Station Great Lakes, Diversity Newsletter was sent to all FEB members;
- Information to FEB members on how to apply for the Service to America Medals along with the application information; and
- Information on GSA's Energy Center of Expertise: "Get It Right Training Opportunity: Utility Acquisition." FEB members were invited to attend this conference being conducted in Chicago during the month of July.